

12 May 1982

MEMORANDUM FOR:

[redacted]

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Records Management Officer, DDS&T

FROM:

[redacted]

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Chief, S&T Branch, CRD

SUBJECT:

NPIC History Collection at Records Center

1. Members of the S&T Branch, Classification Review Division, recently made a preliminary survey of the NPIC History collection at the Agency Records Center in preparation of conducting systematic classification review of the material. The collection consists of several job numbers with the majority of the material not filed in order of reference. Some boxes of records cover a time span of 14 years, which makes review difficult since a sizable portion of the material does not meet the minimum requirement of being originated 20 years ago (prior to 1963).

2. We recommend that the Records Management Officer at NPIC consider re-aligning the several jobs that contain History materials into chronological order and separate each job into approximately five-year groups. This would facilitate research for writing the NPIC History, for systematic classification review, and of course, for the eventual release of materials to the National Archives, whenever that becomes possible.

3. If additional information is required, please contact [redacted]  
of this office on [redacted]

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